



PULASKI COUNTY SPECIAL SCHOOL DISTRICT

ALE School Referral Checklist

Referral Date: _____ Referring School: _____

Student's Name: _____

Upon recommending a student to the ALE, the student must continue attending school until such times as the referral is completely processed, pending normal circumstances. Referrals are due the first Wednesday of each month by the close of business. Referrals will not be processed until the following required documentation has been sent to Equity and Pupil Services:

- Attendance Report
- Credit Review Form (High School Only)
- Discipline Report
- Documentation of Interventions
 - Behavior Plan
 - Letter of Probation
 - Other
- Graduation Plan (Seniors Only)
- Last Report Card
- Referral Form (Parent signature required)
- Standardized Test Scores/AIP
- Transcript
- WAC Reports (Current grades required)

Additional requirements for Special Education and 504 Students:

- Accommodations for 504
- Current IEP for Special Education Students

Please fax or email a copy of the completed packet to 490-1352, Attn: Sherri Kabaou